

AppShare Tips

- Launch all shared applications before beginning the meeting.
- Be sure no other windows are obstructing the shared application.
- Use the tool inside an application to mark up shared applications.
- Participants must be given a microphone before they can talk, use whiteboard tools or control shared applications.
- Scroll through pages slowly and pace yourself while speaking.
- Do not resize the Media Window while sharing an application.
- The application's host can regain control of the application at any time by moving the mouse.

Education and Training

Centra Education & Training offers online workshops for eMeeting users.

For more information, visit: [Centra Education & Training Services](#)

Where to get more information

For more detailed information on working with eMeeting, refer to:

- **AppShare Online Help** is available from the help link inside the meeting.
- **eMeeting Presenter Quick Reference Card** and **eMeeting Participant Quick Reference Card** are available on the [Centra Customer Support site](#).
- Contact **Technical Support** at <http://www.centra.com/supportinfo.asp>

© 2003. All rights reserved.

Centra Software, Inc.
430 Bedford Street
Lexington, MA 02420

PN 1002-01
For version 5.3
Printed in U.S.A.
1/30/2003 JM



Be Great. Collaborate.

Centra grants customer rights to reproduce the printed PDF file without modification to the content at customer's discretion. Centra is not liable for any content changes customer makes. To learn more about Centra Software, Inc., visit our Web site at www.centra.com.



Application Sharing Quick Reference Card

This eMeeting Quick Reference Card provides tool and tip information for Presenters, Co-presenters and Participants working with AppShare in eMeeting.

Application Sharing

Application Sharing allows Presenters and Participants to host multiple live applications, web tours and desktops during an eMeeting. The shared application opens in the Media Window, allowing those with a microphone to interact with the application.

You can use AppShare to:

- Collaborate on a project and deliver interactive presentations using multiple shared applications.
- Launch a web browser and take users on an interactive group tour of the internet.
- Troubleshoot computer problems by sharing the desktop.

Before you begin


- You must open each application you want to share before clicking the Host button.
- Participants must have a microphone before they can take control of a shared application.

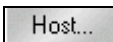
Presenters or Co-presenters

If you are the meeting Presenter, use the following procedures to share an application.

Sharing Applications (Presenters & Co-presenters)

1. Log in to a meeting.
2. On the desktop, launch each application you want to share.

3. On the eMeeting interface, click .

4. Click . The Select Applications to Host dialog box opens.
5. Select the checkbox next to each application you want to share.



6. Click **OK**. The Host button changes to Hosting.
7. From the **Host Being Viewed** menu, select your username. The application is now being shared.




8. To quit sharing an application, either click on an agenda item or select **Tools, AppShare**.

Participants

If you are a meeting Participant, use the following procedures to host or work with a shared application.

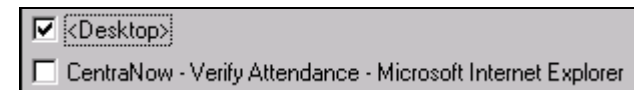
Sharing Applications (Participants)

1. Log in to a meeting.

2. Click  to raise your hand and request a microphone from the Presenter. You must have a microphone before you can work with or host a shared application.

3. Click . The **Select Applications to Host** dialog box appears.

4. Select the checkbox next to each application you want to share.



5. Click **OK**. The Host button changes to Hosting.
6. The Presenter must select your username from the **Host Being Viewed** drop-down menu. The application is now being shared.

Best Practices for Presenter & Participants

- Do not use Active Desktop on PC's hosting an application.
- Ask Participants if they see the application before continuing.
- The Host must not move the mouse while another user is controlling the application as the Host's cursor movements override all other users.
- Participants can move the shared application in eight directions by placing the cursor over the gray border surrounding the Media Window.
- Participants without a microphone can move a shared application by clicking on the application and dragging it in any direction.
- Selecting multiple applications allows the host to share more than one application simultaneously. Select multiple applications by checking the boxes for all applications to host, and click **OK**. The first application selected is positioned automatically.